

## ORDINANCE NO. 16-08

### AN ORDINANCE TO AMEND ORDINANCE NO. 24-07, FIXING THE BIWEEKLY SALARIES OF APPOINTED OFFICERS, EMPLOYEES AND MEMBERS OF THE POLICE AND FIRE DEPARTMENTS OF THE CITY OF WEST LAFAYETTE, INDIANA FOR THE YEAR 2008.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE:

#### SECTION 1.

That for the year 2008, the biweekly salary and pay for the appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, be fixed as follows:

#### SALARY SCHEDULE AS PRESENTED

August 6, 2007

To the Common Council of the City of West Lafayette, Indiana:

The Mayor of the City of West Lafayette, Indiana, as required by Indiana Code 36-4-7-3 and 36-8-3-3 hereby fixes the salaries and pay schedule for appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, for the year 2008, and requests that such salary rates be approved by the Common Council. This salary and pay schedule indicates that salary ranges for each position with the actual rate to be established by the Department Head. All amounts shown are subject to the availability of Community Development Funds and other income to the City of West Lafayette.

Department: <u>MAYOR</u>	# Hours/ <u>Workweek</u>	<u>FLSA</u>	Biweekly (\$)		Biweekly Annualized (\$)	
			<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Mayor's Administrative Assistant	37.5	Exempt	1,387.95	1,530.39	36,086.70	39,790.14
City Attorney*		Exempt	683.54	753.83	17,772.04	19,599.58
Human Resources Director	37.5	Exempt	1,047.97	1,450.81	27,247.22	37,721.06

\*Subject to the Agreement entered into the 25th day of July 2000 and made part hereof. This agreement shall be in effect January 1, 2001.

Ordinance No. 16-08, AMEND 2008 Salary Ordinance No. 24-07 (continued)

Department: <u>CLERK-TREASURER</u>			Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Payroll/Banks Administrator	37.5		1,131.65	1,215.61	29,422.90	31,605.86
Deputy Court Clerk/Benefits Administrator	37.5		1,397.20	1,527.46	36,327.20	39,713.96
Accounts Payable Administrator	37.5		1,173.62	1,221.14	30,514.12	31,749.64
Accounts Receivable /Parking Administrator	37.5		1,045.73	1,086.35	27,188.98	28,245.10
Administrative Assistant/Deputy Clerk-Treasurer	37.5		1,387.95	1,530.39	36,086.70	39,790.14

Additional Statement Related to Clerk-Treasurer's Office

1. The IDACS Coordinator for the Clerk-Treasurer shall receive \$300 per annum additional compensation.

Department: <u>ENGINEERING</u>			Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
City Engineer	40	Exempt	1,821.61	2,210.03	47,361.86	57,460.78
Engineering Assistant	37.5	Exempt	1,266.18	1,582.73	32,920.68	41,150.98
Deputy Building Commissioner	37.5		1,569.10	1,961.39	40,796.60	50,996.14
Inspector I	37.5		1,483.97	1,855.06	38,583.22	48,231.56
Office Manager	37.5		1,154.00	1,442.49	30,004.00	37,504.74

Ordinance No. 16-08, AMEND 2008 Salary Ordinance No. 24-07 (continued)

Department: <u>POLICE</u>				Biweekly (\$)	Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Chief	40	Exempt	\$1,120.00	2,523.37		65,607.62
Deputy Chief/Commander of Traffic/Secretary of Traffic Commission	40	Exempt	\$1,120.00	2,385.84		62,031.84
Captain of Patrol/Data Management	40	Exempt	\$1,120.00	2,269.27		59,001.02
Captain of Special Services and Training	40	Exempt	\$1,120.00	2,269.27		59,001.02
Lieutenant of Patrol	40	Exempt	\$1,120.00	2,181.97		56,731.22
Lieutenant Investigator	a		\$1,120.00	2,181.97		56,731.22
Sergeant of Patrol	a		\$1,120.00	2,089.40		54,324.40
Sergeant Investigator	a		\$1,120.00	2,089.40		54,324.40
Specialist/Technician, Data Communication Division	a		\$1,120.00	1,912.79		49,732.54
Specialist/Technician, Special Services Bureau	a		\$1,120.00	1,981.30		51,513.80
Specialist/Investigator	a		\$1,120.00	1,890.56		49,154.56
Investigator/First Class	a	Exempt	\$1,120.00	1,981.30		51,513.80
Investigator/Second Class	a	Exempt	\$1,120.00	1,912.79		49,732.54
Investigator/Third Class	a	Exempt	\$1,120.00	1,889.47		49,126.22
Specialist	a		\$1,120.00	1,890.56		49,154.56
Police Officer First Class	a		\$1,120.00	1,831.48		47,618.48
Police Officer Second Class	a		\$1,120.00	1,789.88		46,536.88
Probationary Officer, First Year	a			1,639.35		42,623.10

a – Based on a 28-day tour of duty, 168 hours for the Patrol Division, Shift Sergeants, and the Detective Divisions. Subject to an agreement dated April 15, 1986.

SEE ADDITIONAL STATEMENTS ON PAGE 9.

Ordinance No. 16-08, AMEND 2008 Salary Ordinance No. 24-07 (continued)

Department: <u>POLICE (continued)</u>				Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Clerical II, Office Manager	35			1,226.71	1,328.47	31,894.46	34,540.22
Data Processor/Computer System Manager	37.5			1,226.71	1,328.47	31,894.46	34,540.22
Head Patrol Dispatcher	40		\$350.00	1,187.74	1,429.86	30,881.24	37,176.36
Patrol Dispatcher	40		\$350.00	1,187.74	1,299.12	30,881.24	33,777.12
Special Services Bureau Secretary	37.5			1,221.40	1,273.89	31,756.40	33,121.14
Parking Enforcement Officer	37.5		\$700.00	1,276.10	1,610.33	33,178.60	41,868.58
Animal Control Officer	37.5		\$700.00	1,276.10	1,610.33	33,178.60	41,868.58
Maintenance Technician	37.5		\$700.00	1,088.20	1,328.30	28,293.20	34,535.80
Records Division Clerk	37.5			1,087.14	1,174.10	28,265.64	30,526.60

SEE ADDITIONAL STATEMENTS ON PAGE 9.

PENSION FUNDS

Pension Fund Secretaries are paid twice a year in the June and the December month-end payrolls.

Police Pension Fund Secretary is paid \$2,703.29 annually in 2008.

Fire Pension Fund Secretary is paid \$2,703.29 annually in 2008.

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Department: <u>FIRE</u>				Biweekly (\$)	Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Chief	40		\$1,120.00	2,486.94		64,660.44
Assistant Chief	b		\$1,120.00	2,230.27		57,987.02
Assistant Chief/Fire Inspector	40		\$1,120.00	2,162.71		56,230.46
Captain	b		\$1,120.00	2,105.63		54,746.38
Lieutenant	b		\$1,120.00	2,021.42		52,556.92
Specialist	b		\$1,120.00	1,890.56		49,154.56
Firefighter, First Class	b		\$1,120.00	1,831.48		47,618.48
Firefighter, Second Class	b		\$1,120.00	1,808.40		47,018.40
Entry Level Firefighter, First Year	b			1,639.35		42,623.10
Occupational Safety and Health Coordinator	b			103.96		2,702.96
Deputy Chief				62.40		1,622.40
Mechanic	b			111.73		2,904.98
					<u>Annual Pay</u>	
Lead Training Instructor					524.88	
Training Instructor					262.45	
Sergeant					400.00	
Terrorism Master					400.00	
Hazardous Materials Master					400.00	
Safety Master					400.00	
Rescue Master					400.00	
Compliance Master					400.00	
Technology Master					400.00	

b – Based upon a 27-day tour of duty, 216 hours for all employees of the Fire Department, except the Chief and Assistant Chief/Fire Inspector of the Department. Subject to an agreement dated April 15, 1986.

SEE ADDITIONAL STATEMENTS ON PAGE 9.

Ordinance No. 16-08, AMEND 2008 Salary Ordinance No. 24-07 (continued)

Department: <u>SANITATION</u>				Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u>Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Driver/Collector/Processor	40		\$600.00	1,127.19	1,633.17	29,306.94	42,462.42

Department: <u>MOTOR VEHICLE HIGHWAY FUND</u>				Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
<del>Public Works Director</del>				<del>1,233.92</del>	<del>1,360.93</del>	<del>32,081.92</del>	<del>35,384.18</del>
<del>Street Commissioner</del>	40	Exempt	\$600.00	<del>1,974.27</del>	<del>2,177.49</del>	<del>51,331.02</del>	<del>56,614.74</del>
Assistant Street Commissioner	40	Exempt	\$600.00	2,098.19	2,203.10	54,552.94	57,280.60
Accounting Clerk/Receptionist	40			397.74	538.12	10,341.24	13,991.12
Fleet Manager/Operator	40		\$600.00	1,127.08	1,973.75	29,304.08	51,317.50
Foreman/Equipment Operator	40		\$600.00	1,127.08	1,973.75	29,304.08	51,317.50
Mechanic/Equipment Operator	40		\$600.00	1,127.08	1,833.82	29,304.08	47,679.32
Traffic Technician/Foreman	40		\$600.00	1,127.08	1,973.75	29,304.08	51,317.50
Traffic Maintenance/Equipment Operator	40		\$600.00	890.17	1,733.03	23,144.42	45,058.78
Equipment Operator/Laborer	40		\$600.00	890.17	1,733.03	23,144.42	45,058.78
Shop Maintenance/Laborer	32		\$300.00		14.49/hr		24,111.36

Ordinance No. 16-08, AMEND 2008 Salary Ordinance No. 24-07 (continued)

Department: <u>PARKS AND RECREATION</u>				Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Superintendent	40	Exempt		2,350.34	2,467.85	61,108.84	64,164.10
Assistant Superintendent	37.5	Exempt		2,015.94	2,138.18	52,414.44	55,592.68
Parks Director	40	Exempt	\$600.00	1,396.35	1,752.68	36,305.10	45,569.68
Recreation Director	37.5	Exempt		1,396.35	1,642.26	36,305.10	42,698.76
Morton Center Director	37.5	Exempt		1,396.35	1,415.12	36,305.10	36,793.12
Skating Center and Pool Manager	40			1,331.90	1,397.82	34,629.40	36,343.32
Administrative Assistant	37.5			1,215.82	1,355.89	31,611.32	35,253.14
Claims/Grants Administrator	37.5			1,088.30	1,215.82	28,295.80	31,611.32
Morton Administrative Assistant	37.5			1,215.82	1,331.90	31,611.32	34,629.40
Maintenance Technician I	40		\$600.00	1,268.71	1,478.65	32,986.46	38,444.90
Trails Manager	40		\$600.00	1,268.71	1,362.61	32,986.46	35,427.86
Maintenance Technician II	40		\$600.00	1,088.20	1,181.42	28,293.20	30,716.92
Park Board Members – Appointed		Exempt		Paid \$300.00 Annually			

Ordinance No. 16-08, AMEND 2008 Salary Ordinance No. 24-07 (continued)

Department: DEVELOPMENT			Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Director of Development	40	Exempt	2,350.34	2,467.85	61,108.84	64,164.10
Assistant Director of Development and Inspections	37.5	Exempt	1,832.25	2,077.27	47,638.50	54,009.02
Housing Inspector	37.5		1,379.61	1,622.70	35,869.86	42,190.20
CDBG and Development Manager	37.5	Exempt	1,240.48	1,615.66	32,252.48	42,007.16
Redevelopment and Neighborhood Planner	37.5		1,350.32	1,727.96	35,108.32	44,926.96
Administrative Assistant	37.5		1,223.00	1,328.47	31,798.00	34,540.22
Nuisance and Housing Inspector	37.5		1,344.76	1,400.53	34,963.76	36,413.78
Financial and Code Assistant	37.5		1,056.07	1,213.53	27,457.82	31,551.78



Additional Statements Related to the Police Department:

1. The hourly rate for all non-exempt police officers and those with designated special duties shall be calculated by dividing the annual salary by 13 and by 160 per the Fair Labor Standards Act.
2. When an award or grant is received for designated special duties beyond the normal scope of activities, additional pay may be given to the participating police officers who have worked overtime. The additional pay shall be from the award or grant and shall not replace or supplant other funding of law enforcement services.
3. Police officers and patrol dispatchers who are scheduled to work on Thanksgiving Day and/or Christmas Day will be compensated at the rate of two and one half times for hours worked.
4. Retiring police officers will receive benefits specified per the Police Officer Retirement Entitlement Policy approved by the Board of Public Works and Safety on February 4, 1997.
5. As specified in the Police Department Instructor Compensation Policy and as approved by the Board of Public Works and Safety, Instructors shall receive a minimum \$200 annual compensation. Instructors shall receive a \$100 additional compensation for the following certifications: Firearm Instructor, Defensive Tactics Instructor, Emergency Vehicle Operation Instructor, CPR Instructor, Field Sobriety Instructor, and Drug Recognition Expert Instructor. The maximum compensation for any instructor shall be \$300 annually.
6. As specified in the Police Department Policy and as approved by the Board of Public Works and Safety, the sworn personnel assigned as IDACS Coordinator or IDACS Assistant Coordinator shall receive a \$300 additional annual compensation.
7. As specified in the Police Department Policy and as approved by the Board of Public Works and Safety, a certified Field Training Officer (FTO) who participated in training at least one new police officer in a given year for at least three weeks, but less than six weeks, shall receive a \$250 annual compensation. A FTO who participates in training at least one new officer for at least six weeks shall receive a \$500 annual compensation. The FTO Coordinator shall receive a \$500 annual compensation.
8. Officers assigned to full-time duty on the 2<sup>nd</sup> shift shall receive an additional \$0.25 per hour compensation. Officers assigned to full-time duty on the 3<sup>rd</sup> shift shall receive an additional \$0.50 per hour compensation. Probationary Officers are not eligible for this additional compensation.

Additional Statements Related to the Fire Department:

1. The hourly rate for all non-exempt firefighters shall be calculated by dividing the annual salary by 13.5 and by 204 per the Fair Labor Standards Act.
2. A firefighter who is "called back" to work an emergency incident on their scheduled day off or a firefighter who is required to remain on duty for an emergency incident other than a typical medical run, will be compensated at their current overtime rate for the time worked.
3. Employees who are scheduled to work on Thanksgiving Day and/or Christmas Day will be compensated at the rate of two and one half times for hours worked.
4. Retiring firefighters will receive benefits specified per the Firefighter Retirement Entitlement Policy approved by the Board of Public Works and Safety on February 11, 1997, and as amended by BW-2002-3 (Amended) adopted on May 28, 2002.
5. The biweekly salary of a firefighter who has 32 years of service and makes no payroll contribution to the Fire Pension Fund shall receive an additional \$54.94 biweekly, which is 3% of the Firefighter First Class Salary.

SECTION 2.

The hourly rate for all non-exempt full-time civilian employees shall be calculated by dividing the biweekly salary by the number of hours of two regularly scheduled workweeks for such employee.

SECTION 3.

The part-time personnel salary range shall be a minimum of \$5.85/hour [\$6.55/hour on July 24, 2008] to \$16.97/hour, subject to the approval of the Board of Public Works and Safety.

SECTION 4.

All employees will be paid holiday pay for working on a City holiday at their regular rate of pay. In addition to holiday pay, all employees will receive either pay at two times the regular rate of pay or compensatory time at two times for each hour worked on Thanksgiving Day and Christmas Day. On all other City holidays, employees will receive in addition to holiday pay, either pay at one and one-half times the regular rate of pay or one and one-half times compensatory time for hours worked. Departmental policy shall specify whether non-exempt employees shall receive pay or compensatory time for hours worked on a City holiday. Exempt employees shall receive compensatory time only for hours worked on a City holiday. This section does not apply to sworn police officers, police patrol dispatchers, and sworn firefighters.

SECTION 5.

Clothing allowances will be paid two times a year (the date to be decided by the Clerk-Treasurer) to designated employees.

SECTION 6.

The City shall pay the required 3% annuity savings account contribution on behalf of each employee who is a member of the Public Employees Retirement Fund (PERF) as allowed per IC 5-10.3-7-9. The City shall pay a portion of the required member contribution on behalf of each police officer and firefighter equal to 3% of the first class police officer salary and the first class firefighter salary, respectively, as allowed by the 1925 Police Pension Fund per IC 36-8-6-4 (3), the 1937 Firefighters' Pension Fund per IC 36-8-7-8 (5), and the 1977 Police Officers' and Firefighters' Pension and Disability Fund per IC 36-8-8-8 (a).

SECTION 7.

The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks. The pay date shall be the Friday after the end of the payroll period.

SECTION 8.

This ordinance will be effective for, and including, the pay period ending December 28, 2007, and will continue through the pay period ending December 12, 2008, **with the amendment to add the Street Commissioner position and remove the Public Works Director position, effective June 3, 2008.**

SECTION 9.

That this ordinance shall be in full force and effect from and after its passage and signing by the Mayor.